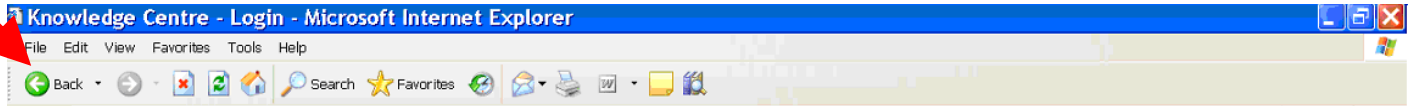
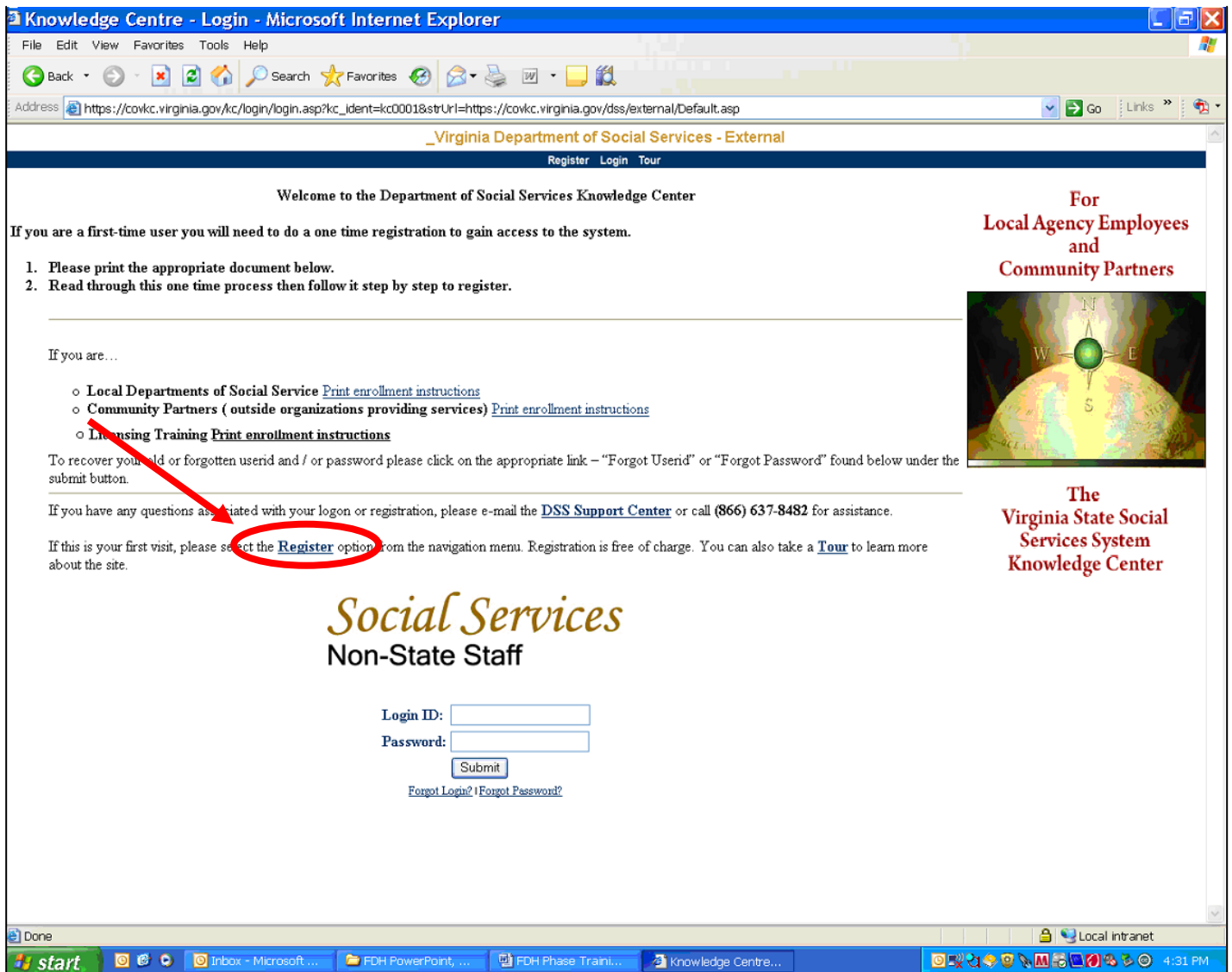


# Knowledge Center: Directions for Registration

1. **PRINT** out these Directions before you begin!
2. **Once you have your directions in hand**, click on the **Back** button at the top left hand corner of the page. You will return to the Knowledge Center Main Page, where you can begin the registration process.

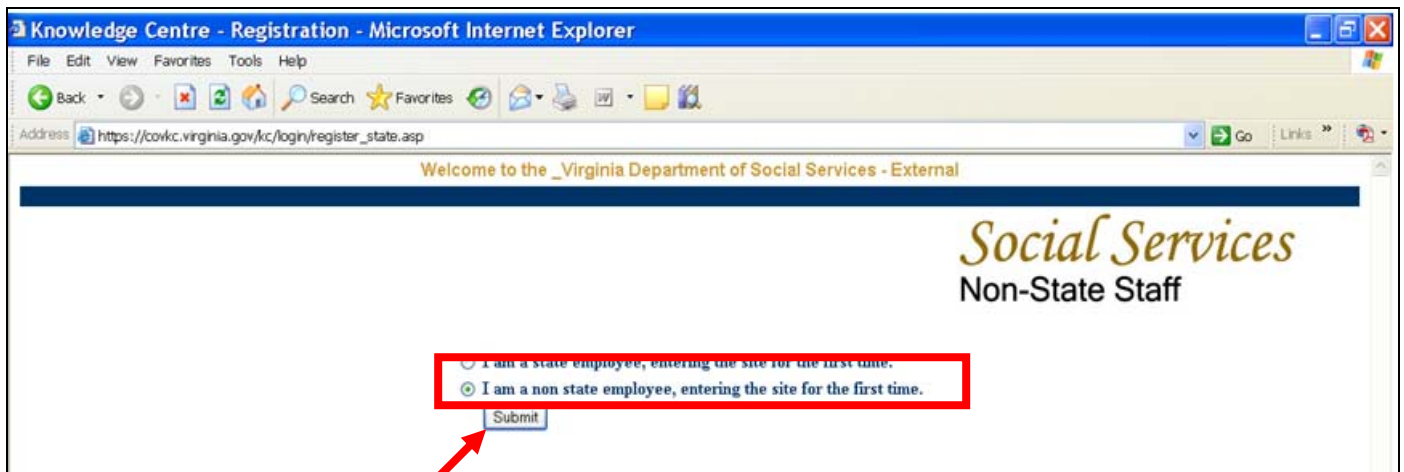


3. Click on the word **Register**. (See example)



4. Select ☐ **I am a non state employee, entering the site for the first time.**

Then click on **Submit**.



5. Fill in all required fields that are marked with an asterisk\*.

Be careful to enter your correct e-mail address as the confirmation will be sent to that address...look for typos and check your spelling!

* <b>First Name:</b>	<input type="text" value="Test"/>
<b>Middle Initial:</b>	<input type="text"/>
* <b>Last Name:</b>	<input type="text" value="Record"/>
* <b>Last 4 of SSN:</b>	<input type="text" value="9999"/>
* <b>Date Of Birth:</b> <i>Enter the date in (mm/dd/yyyy) format.</i>	<input type="text" value="01/01/1999"/>
* <b>Email Address:</b>	<input type="text" value="bc9412@comcast.net"/>

6. At the field titled **\*Training Agency** click on the drop down arrow and select **"Department of Social Services – External Entities"**

Then click on **Expand**

* <b>Training Agency:</b>	<input type="text" value="Dept of Social Services - External Entities"/>	<input type="button" value="Expand"/>	<input type="button" value="Select"/>
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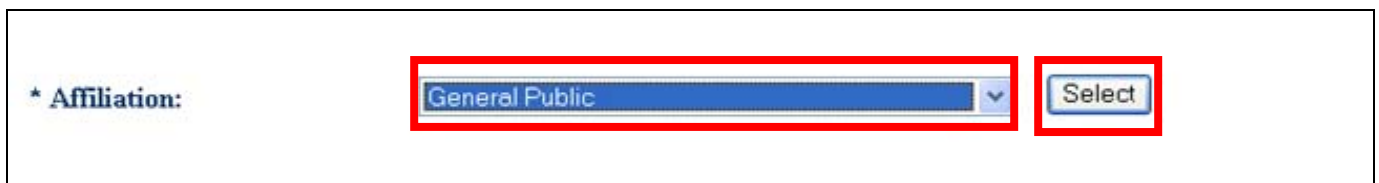
7. In the field titled **Sub Organization** click on the drop down arrow and select **"Community Partners"**

Then click on **Select**

A screenshot of a web form section. It features a label "Sub Organization:" followed by a dropdown menu currently showing "Community Partners". To the right of the dropdown is a button labeled "Expand" and the word "or". Further right is a button labeled "Select", which is highlighted with a red rectangular box.

8. Next... in the field titled **\*Affiliation**, click the drop down arrow and select **"General Public"**

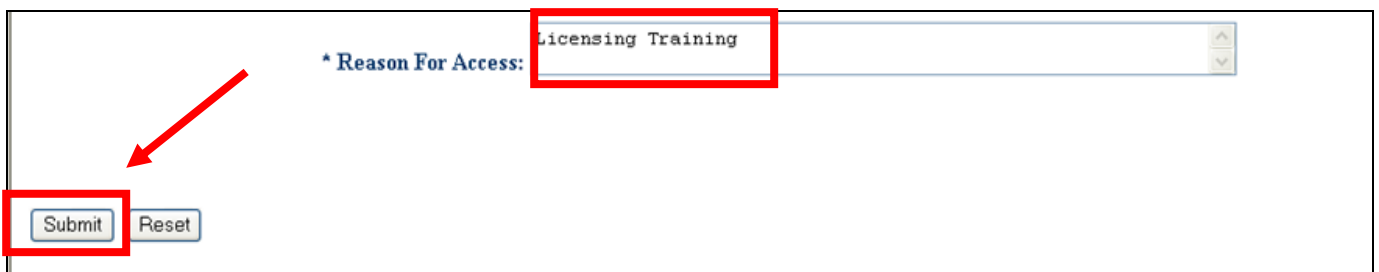
Then click on **Select**

A screenshot of a web form section. It features a label "\* Affiliation:" followed by a dropdown menu currently showing "General Public". To the right of the dropdown is a button labeled "Select", which is highlighted with a red rectangular box.

9. In the field titled **\*Reason For Access**, type the words **Licensing Training**

**Note:** Failure to type "licensing Training" will **delay** your registration request.

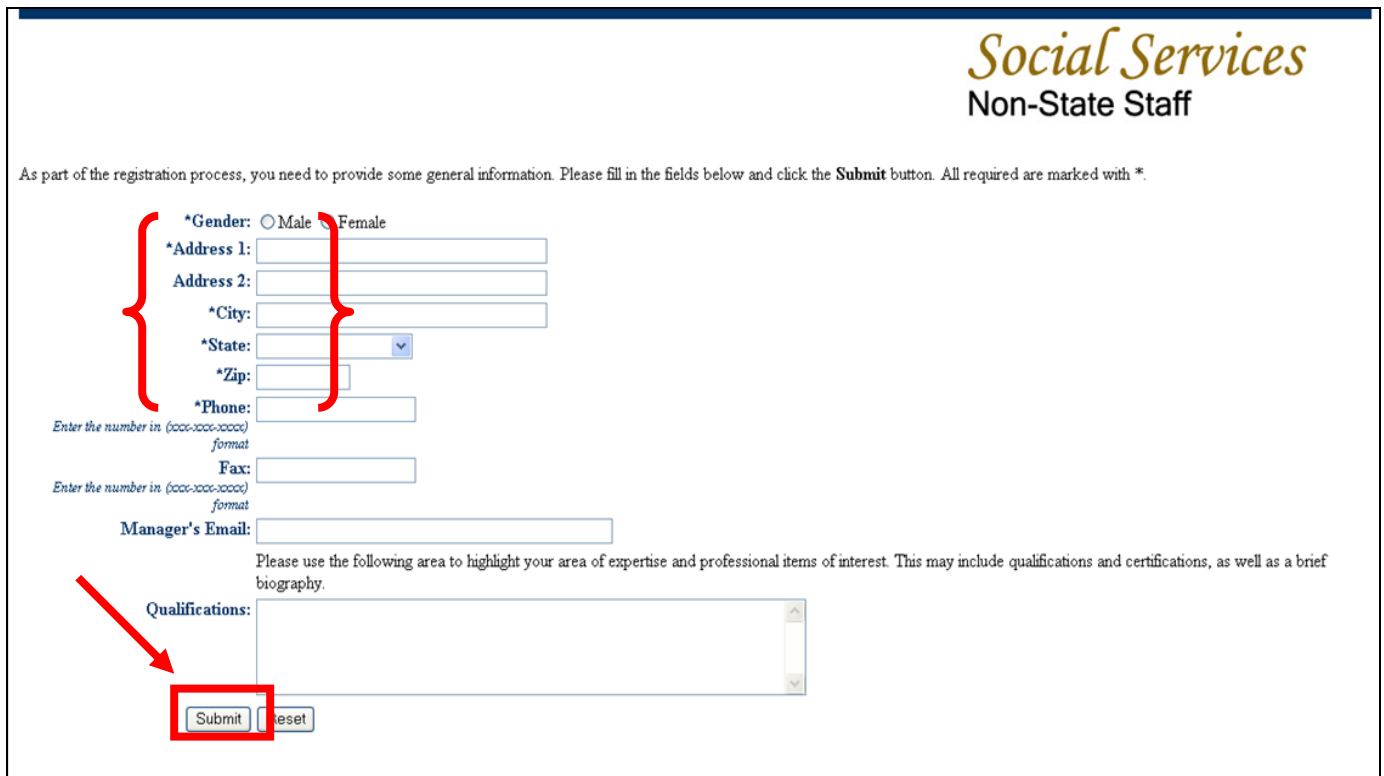
Then go to the lower left corner and click on **Submit**

A screenshot of a web form section. It features a label "\* Reason For Access:" followed by a text input field containing the text "Licensing Training". The input field is highlighted with a red rectangular box. Below the input field, in the lower left corner, are two buttons: "Submit" and "Reset". The "Submit" button is highlighted with a red rectangular box, and a red arrow points to it from the left.

10. The Knowledge Center must collect some general information from everyone who uses the training site. In order to complete the registration process, you fill in all required fields that are marked with an asterisk\*

**NOTE:** You do **not** need to complete the fields for **fax**, **manager's email** and **qualifications**.

Then go to the lower left corner and click on **Submit**



**Social Services**  
Non-State Staff

As part of the registration process, you need to provide some general information. Please fill in the fields below and click the **Submit** button. All required are marked with \*.

\*Gender: ☐ Male ☐ Female

\*Address 1:

Address 2:

\*City:

\*State:

\*Zip:

\*Phone:

Enter the number in (000-000-0000) format

Fax:

Enter the number in (000-000-0000) format

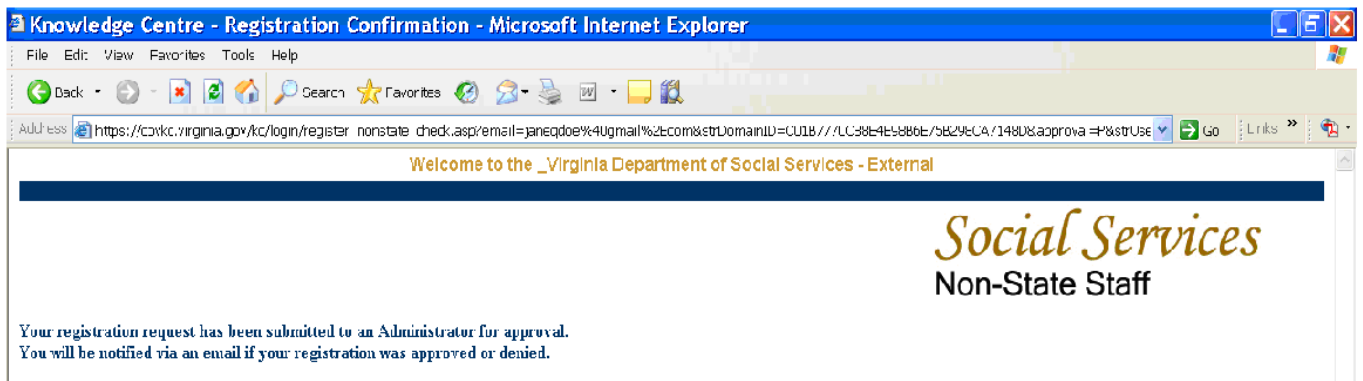
Manager's Email:

Please use the following area to highlight your area of expertise and professional items of interest. This may include qualifications and certifications, as well as a brief biography.

Qualifications:

**Submit** **Reset**

11. You will receive the following message...



Knowledge Centre - Registration Confirmation - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address [https://cvkc.virginia.gov/kc/login/register\\_nonstate\\_check.asp?email=janeqdoe%40gmail%26com&strDomainID=CUIB//LC38E4E5886E5B29E0471480&approval=F%26strUse](https://cvkc.virginia.gov/kc/login/register_nonstate_check.asp?email=janeqdoe%40gmail%26com&strDomainID=CUIB//LC38E4E5886E5B29E0471480&approval=F%26strUse) Go Links

Welcome to the \_Virginia Department of Social Services - External

**Social Services**  
Non-State Staff

Your registration request has been submitted to an Administrator for approval.  
You will be notified via an email if your registration was approved or denied.

**STOP HERE and wait for a confirmation e-mail.  
Approval can take up to 48 hours.**

**If you do not receive an e-mail from the Knowledge Center within two business days (this does not include weekends or state holidays) approving your request to register, or your request for registration is denied, please send an e-mail to [shelly.elliott@dss.virginia.gov](mailto:shelly.elliott@dss.virginia.gov) describing your problem.**

**Be sure to include a correct email address so that you can be contacted later for further information. You may also include a telephone number.**

**Your confirmation e-mail will contain your User ID and unique password to allow you to use the Knowledge Center. Please do not lose your password!**

Once you receive your confirmation email and password, you  
will be ready to begin a course in the  
**Knowledge Center**